



U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

FORM

AS-56191 (11-16-2011)

2012 ECONOMIC CENSUS

Classification Form

OMB No. 0607-0934: Approval Expires 12/31/2013

DUE DATE
30 DAYS AFTER
RECEIPT OF FORM

(Please correct any errors in this mailing address.)

AS-56191

Need help or have questions?

- **Visit** econhelp.census.gov
- **Call** 1-800-233-6136, between 8:00 a.m. and 6:00 p.m., Eastern time, Monday through Friday.

INFORMATION COPY
DO NOT USE TO REPORT

Report Online - It's fast and secure!
Go to: econhelp.census.gov

- OR -

Mail your
completed
form to:

U.S. CENSUS BUREAU
1201 East 10th Street
Jeffersonville, IN 47134-0001

YOUR RESPONSE IS REQUIRED BY LAW. Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the U.S. Census Bureau. By the same law, **YOUR CENSUS REPORT IS CONFIDENTIAL.** It may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. Further, copies retained in respondents' files are immune from legal process.

- Use blue or black ballpoint pen.
- Do not use pencil or felt-tip pen.
- Do not put slashes through 0 or 7.
- Please center numbers in their respective boxes.
- Place an "X" inside the box.

Examples:

☒ 0 1 2 3 4 5 6 7 8 9

The reporting unit for this form is an establishment. An **establishment** is generally a single physical location where business is conducted or where services or industrial operations are performed.

1 Not Applicable.

2 PHYSICAL LOCATION

A. Is this establishment's physical location the same as shown in the mailing address?
(P.O. Box and rural route addresses are not physical locations.)

0031 ☐ Yes - Go to line B

0032 ☐ No - Enter physical location

0035 Number and street

0036 City, town, village, etc.

0037 State

0038 ZIP Code

-

CONTINUE WITH **2** ON PAGE 2

2 PHYSICAL LOCATION - Continued

B. Is this establishment physically located inside the legal boundaries of the city, town, village, etc.? (Mark "X" only ONE box.)

0041 ☐ Yes 0042 ☐ No 0043 ☐ No legal boundaries 0044 ☐ Do not know

C. In what type of municipality is this establishment physically located? (Mark "X" only ONE box.)

0046 ☐ City, village, or borough 0047 ☐ Town or township 0048 ☐ Other 0024 ☐ Do not know

3 OPERATIONAL STATUS

Which ONE of the following best describes this establishment's operational status at the end of 2012? (Mark "X" only ONE box.)

0011 ☐ In operation

0013 ☐ Temporarily or seasonally inactive

0014 ☐ Ceased operation - Give date at right →

0015 ☐ Sold or leased to another corporation - Give date at right AND enter name and address of new owner or operator and Employer Identification Number (EIN) below →

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

0018

0060 Name of new owner or operator

0061 EIN (9 digits)

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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0062 Mailing address (Number and street, P.O. Box, etc.)

0063 City, town, village, etc.

0064 State

0065 ZIP Code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>
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0016 ☐ Other - Specify →

0815

4 - 18 Not Applicable.**19** KIND OF BUSINESS OR ACTIVITY

Which **ONE** of the following best describes this establishment's principal kind of business or activity in 2012? If none of the provided selections seem appropriate, provide a specific description of the primary business activity.

Mark "X" only ONE box.

Document preparation and court reporting services

0700

561 492 00 1 ☐ Court reporting or stenotype services

561 410 00 1 ☐ Typing, word-processing, or other secretarial services

561 410 00 3 ☐ Document preparation services, including editing, typing, and transcription

Telephone call center

561 421 00 1 ☐ Telephone answering services

561 422 00 1 ☐ Telemarketing bureau - selling, taking orders, and/or soliciting contributions, information, etc., on a contract basis

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CONTINUE ON PAGE 3

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If not shown, please enter your 11-digit Census File Number (CFN) from the mailing address.

19 KIND OF BUSINESS OR ACTIVITY - Continued

Telephone call center - Continued

- 0700 561 422 00 2 ☐ Call/contact center - initiating or receiving communications via telephone, facsimile, email, or other communication modes for administering product and customer support or information inquiries
- 561 421 00 2 ☐ Voice mail/mailbox services

Business service center, including duplication and mailing services

- 561 439 00 3 ☐ Copy center/shop - providing photocopying, blueprinting, or other document copying services without in-house printing operations (*Printing may be contracted out.*)
- 561 431 00 1 ☐ Private mail center - providing mailbox rental, postal shipping services, and related office support services (e.g., fax services, on-site PC rental, office product sales)
- 323 114 00 1 ☐ Quick printing - providing printing services using small offset presses or duplicators with or without photocopying services
- 561 499 00 1 ☐ Mail presorting services
- 491 110 00 1 ☐ Post office contract station
- 541 860 00 1 ☐ Direct mail advertising services

Management services - providing management staff to direct or coordinate a client's business operation, but not providing staff for complete operation of the client's business (Exclude management services provided to own establishments.)

- 561 110 00 1 ☐ Management and administrative services - providing day-to-day administrative services such as personnel management, bookkeeping, billing, etc., for a client's business or operation (*Exclude administrative activities provided for own company.*)
- 561 110 00 5 ☐ Hotel and restaurant management
- 561 110 00 8 ☐ Medical office management

Other administrative and business support service, or other kind of business or activity

- 561 920 00 1 ☐ Convention and trade show organizers or management services
- 561 591 00 1 ☐ Convention and visitor/tourist information bureau
- 561 990 30 1 ☐ Economic/industrial development organization
- 561 990 20 1 ☐ Water softening and conditioning services
- 561 499 00 4 ☐ Fundraising services, on a contract or fee basis
- 561 499 00 3 ☐ Association or similar group of health practitioners formed solely for the purpose of sharing expenses (*Employer Identification Number is assigned to the association.*)
- 561 910 00 1 ☐ Packaging and labeling services (i.e., apparel folding and packaging, shrink wrapping), excluding aerosol packaging
- 561 990 90 4 ☐ Auctioneer - independent, providing calling services on a contract basis
- 561 990 90 2 ☐ Document shredding
- 493 110 00 6 ☐ Document warehousing and storage
- 561 920 00 3 ☐ Event planning
- 561 499 00 5 ☐ Conferencing services

CONTINUE WITH **19** ON PAGE 4

CONTINUE ON PAGE 4

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19 KIND OF BUSINESS OR ACTIVITY - Continued**Other administrative and business support service, or other kind of business or activity - Continued**

- 0700 561 440 00 4 ☐ Collection agency
- 561 491 00 1 ☐ Repossession services
- 561 440 00 5 ☐ Debt collection services
- 561 311 00 1 ☐ Employment office (agency)
- 561 320 00 2 ☐ Temporary help support services
- 561 330 00 2 ☐ Professional Employer Organization (PEO) - employee leasing services, providing human resource and human resource management services to client businesses, and their employees
- 561 720 00 1 ☐ Janitorial services
- 773 000 00 2 ☐ Other kind of business or activity - Describe type of business or activity 7

0701

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20-25 Not Applicable.**26** SPECIAL INQUIRIES

MERCHANDISE SALES

Did the sale of merchandise account for more than half of the total receipts of this establishment in 2012?

3531 ☐ Yes - Specify merchandise sold 7

0831

3532 ☐ No**27-29** Not Applicable.

REMARKS (Please use this space for any explanations that may be essential in understanding your reported data.)

30 CERTIFICATION - This report is substantially accurate and was prepared in accordance with the instructions.

Is the time period covered by this report a calendar year?

☐ Yes☐ No - Enter time period covered →

FROM	Month	Year	TO	Month	Year

Name of person to contact regarding this report

Title

Area code	Number	Extension

Tele-
phone

Area code	Number

Fax

E-mail address

Date completed	Month	Day	Year

Thank you for completing your 2012 ECONOMIC CENSUS form.**PLEASE PHOTOCOPY THIS FORM FOR YOUR RECORDS AND RETURN THE ORIGINAL.**

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